



POLICY

Title: PROCUREMENT OF EQUIPMENT, SUPPLIES, APPAREL AND SERVICES	Code: B0801
Authority: Wis. Stats. § 38.12, 38.14, 38.16, 38.18; Wis. Administrative Code TCS 6.05; Board Minutes, 2/18/91; 5/20/97; 6/22/99; 1/28/03; 6/24/08; 4/28/09; 10/23/12	Original Adoption: 9/16/81 Revised/Reviewed: 10/23/12 Effective: 10/24/12

The district shall buy, purchase, rent, lease, or otherwise acquire supplies, services, apparel and equipment in a manner that encourages and enhances the rights and well-being of workers worldwide, and provides free competition and maximum participation by women, minorities, the disabled, and non-minority suppliers and vendors. This shall be done in accordance with requirements set forth in state statutes, Wisconsin Administrative Code, WTCS Financial Accounting Manual, and adherence to federal regulations for federally funded procurement.

The district board actively encourages the increased participation of minority, women, disabled, and disadvantaged businesses in district procurement activities. (See also B0804 and B0805.) The district board also directs that the expenditure of funds for the purchase of equipment, supplies, apparel and services be done in a manner that ensures that the integrity of the procurement process is not undermined by contractors or subcontractors who pay unfair wages and/or maintain inhumane working conditions. (See also B0807).

The district board has determined that asbestos removal/abatement may pose a significant risk of exposure to students, employees and the public at-large. In order to minimize the dangers relating to asbestos removal/abatement, the district board requires that the responsible contractor performing asbestos removal/abatement services have an enforceable grievance procedure with its employees that shall end in final and binding arbitration to resolve alleged safety violations, regardless of whether the employment relationship is at-will, pursuant to a collective bargaining agreement or pursuant to an individual employment agreement. The Contractor shall agree that the arbitrator has the authority to schedule an expedited arbitration in cases involving alleged safety violations. The Contractor shall immediately notify the district of any such grievance and the district shall have the authority to order cessation of performance of the asbestos removal/abatement work pending the expedited arbitration process. This binding arbitration requirement does not require the Contractor to allow its employees to arbitrate any matters or disputes other than those involving work under the Contractor's asbestos removal abatement agreement with MATC. Further, any Contractor-established grievance procedure shall not supersede or limit any existing employee rights granted under federal or state safety and health laws.

The district board recognizes that specific circumstances may occur involving unique equipment or supplies from a single-supply (sole) source, service capability differences,



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or differences in quality of products meeting minimum specifications. The district board, therefore, reserves the right to make awards on factors other than the low bid, and such factors shall be specified at the time bids or proposals are invited.

The district board delegates to the Vice President of Finance, the responsibility for administering the district's procurement policies and procedures.

The board will review and approve procurements, defined as the acts of obtaining supplies, equipment, construction, or services by purchase, rental, lease, or contracts that exceed \$50,000 over the life of the procurement, with the exception of emergency procurements that if not immediately made would compromise the operations of the college, and enterprise fund resale merchandise. If special circumstances dictate, an approved procurement amount may be increased by not more than 10% with the approval of the position responsible for administering this policy.